

S E C R E T

31 May 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM: Daniel C. King
Director of LogisticsSUBJECT: Report of Significant Logistics Activities for
Period Ending 31 May 1984 1. Progress Report on Tasks Assigned by the DCI/DDCI:No tasks assigned during this reporting period. 2. Items or Events of Major Interest that have Occurred
During the Preceding Week:

a. Groundbreaking Ceremony: On 24 May 1984, despite heavy rain Wednesday afternoon and night, the visit of the President and Vice President for the groundbreaking ceremony for the new building on the Headquarters compound went smoothly. Employees of the Agency and GSA arrived early Thursday morning to complete the work which had been planned for the previous day. Agency employees were bused from outlying buildings, and the ceremony was well attended. Personnel from the Printing and Photography Division, OL, provided photographic and television coverage of the visit. The inside activities were covered by still photographers, and the groundbreaking ceremony was covered by both the still photographers and Motion Picture/TV Center personnel. Videotapes are being titled and edited. No decision has been made regarding distribution of photographs and videotapes.

b. Micrographic Activities: Printing and Photography Division, OL, representatives visited the Department of Justice to discuss the possibility of converting 60 cubic feet of documents to 35mm microfilm. The documents consist of 135,000 legal format pages filed numerically by year. A draft Memorandum of Agreement is being prepared.

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e. Logistics Integrated Management System (LIMS): On 24 May, a four-day review of documentation prepared by Booz-Allen & Hamilton (BAH) for Work Package One was completed. Representatives from OL, OF, and ODP participated in this review and provided BAH representatives with feedback on the document contents. With the exception of the User Manual, it was the consensus of the government representatives that BAH was ready to conduct the Critical Design Review (CDR) for Work Package One. This CDR will take place 11-14 June. The User Manual is being revised and is the subject of a continuing dialogue between ODP and IMSS.

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3. Significant Events Anticipated During the Coming Week:

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None.

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h-Daniel C. King

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